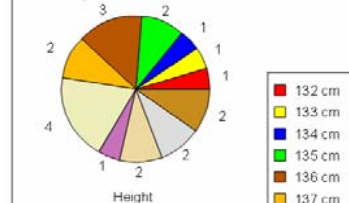


# IRM Easiteach





Easyteach - Report 1 - Page 2 of 2

	Name	Boy or..	Ag	Birthday mo..	Sh	Eye col..	Hair color
1	Hannah Briggs	Girl	8	May	4	Brown	Dark brown
2	Peter James	Boy	9	March	5	Blue	Blonde
3	Grace Cameron	Girl	9	December	4	Hazel	Light brown
4	Oliver Stone	Boy	8	November	5	Brown	Black
5	Sophie Jordan	Girl	8	November	4	Blue	Red
6	Rund Becker	Boy	9	January	5	Gray	Dark brown
7	Shola Okoche	Boy	8	January	5	Brown	Black
8	Wes Rooney	Boy	10	September	5	Green	Black
9	Chloe Mitchell	Girl	10	April	4	Gray	Blonde
10	Mohammed Patel	Boy	9	May	4	Brown	Black
11	Lien Cooke	Girl	8	March			
12	Emma Ferguson	Girl	10	April			
13							

Height Distribution Class 5



Easyteach - Report 1 - Page 2 of 2

	Name	N	Food type	Type	Picture
1	Polar bear	4	Animals	Mammal	
2	Bull	4	Plants	Mammal	
3	Cat	4	Animals	Mammal	
4	Cow	4	Plants	Mammal	

Database Guide

# Contents

Introduction .....	1
What is RM Easiteach Database? .....	1
The Database Toolbar .....	2
Reviewing the License Agreement .....	3
Using Database .....	3
Starting Database .....	3
Key Features .....	4
Creating a Simple Database .....	4
Making a Record .....	4
Creating Fields .....	4
Entering Data .....	5
Adding New Records .....	6
Navigating Between Records .....	7
Sorting Fields .....	7
Adding and Deleting Records and Fields .....	8
Deleting Records .....	8
Adding and Deleting Fields .....	8
Adding a Field .....	8
Deleting a Field .....	9
Displaying a Table .....	9
Editing Content .....	10
Creating a Query .....	11
Creating Charts .....	14
Selecting Fields .....	14
Choosing the Chart .....	16
Bar Chart .....	17

Sorting Fields .....	17
Changing the Values.....	18
Line Charts .....	19
Scatter Graphs .....	20
Charts Showing Frequency .....	21
Pie Charts.....	21
Bar Charts .....	22
Copying and Pasting Your Chart .....	23
Table Map .....	24
Creating Databases in Table Map.....	24
Creating a Report.....	28
Adding Fields.....	30
Deleting Fields.....	32
Sorting the Database.....	33
Relationship .....	33
Editing and Formatting Fields .....	34
Moving and Sizing Field Labels and Boxes.....	34
Formatting Fields .....	35
Properties .....	36
Creating a Check Box .....	37
Inserting a Default Image .....	38
Creating a Drop-Down List .....	38
Locking Databases.....	40
Printing Database Files.....	41
Tips for Using Database.....	41
Quick Tips.....	41
Ideas for Lessons .....	41

# Introduction

RM Easiteach Database combines powerful professional features with simple tools that make managing and analyzing records an engaging activity.

## What is RM Easiteach Database?

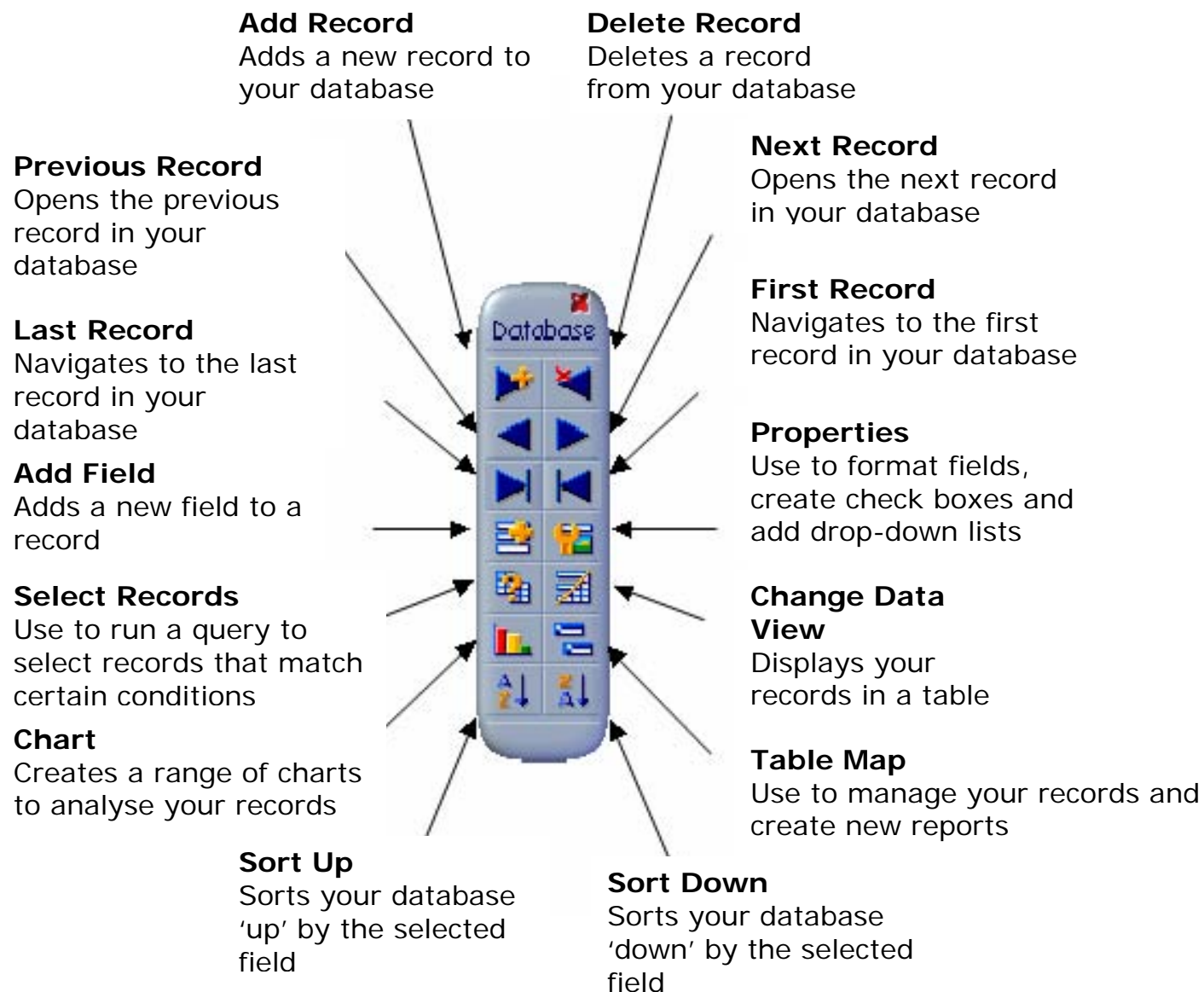
Database programs are used to store information electronically. Information about an individual object is entered into the fields on a record. The records of all the objects in a group form the database. Information stored in the database can be manipulated to answer questions, presented as tables or reports, and analyzed using charts and graphs.

RM Easiteach Database can be used for collecting, displaying, and analyzing any type of data. There is support for dates, numbers, lists, and pictures, as well as sounds, animations, and videos.

Data can be entered into fields in a wide variety of forms, sorted, and selected. Charts and graphs are easy to produce and present, and tables can be displayed for quick viewing. RM Easiteach Database also contains example databases for demonstrating and working with sample data in the classroom.

Databases are powerful programs. To make the best use of RM Easiteach Database, it is a good idea to read through the guide before you begin.

## The Database Toolbar



## Reviewing the License Agreement

If you wish to review your License Agreement while you are running RM Easiteach:

1. Click **File > About RM Easiteach**.
2. Select **License Agreement**.

## Using Database

### Starting Database

To run Database, select **Toolbars** from the bottom of the RM Easiteach screen and click **Database**. The Database toolbar is now visible on the RM Easiteach page.

To see examples of RM Easiteach Database, select **File > Open > Examples...** and click **Database**.

# Key Features

## Creating a Simple Database

In the following example, Database is used to record the ages and heights of students in centimeters for a Science lesson. It demonstrates what you can do with RM Easiteach Database.

## Making a Record

A database is used to store information about a set of objects, such as a group of students. The information about each object is kept on a record – for example, all the information kept on one student. Each record is divided into fields, and each field contains a separate piece of information about the object.

## Creating Fields

1. Select the **Add Field** button from the Database toolbar. The new field displays as a blue dashed box.
2. Click near the top of the page to place the field label and field box. The field label is highlighted in gray.
3. Type the word *Name*, and the field label changes from *Field1* to *Name*.



Field1

4. Add two more fields further down the page and label them *Age* and *Height*.
5. If you want to customize your field labels and boxes – for example, resize a field for a picture, add a fill color, or rotate a field label - see 'Editing and Formatting Fields' on p. 34.

Name

Age

Height

The fields are now ready to accept your data.

## Entering Data

You can enter text, numbers, and images into the field box.

1. Enter your data by clicking inside a field box and typing the information. You have now created the first record in your database.
2. You can preset the format of the data entered in any field box. For example, you can choose to display the units of a measurement, such as cm, so that you need not type it each time. See 'Editing and Formatting Fields' on

Name

Alex Taylor

Age

10

Height

140 cm



p. 34 for simple instructions.

3. If you want to add an image to a field, go to **Resources** and **Multimedia Bank**. You can select images from Multimedia or navigate to other picture resources through this window. Select the image and drag it into the field box.



## Adding New Records

1. To make a record for the next student, click the **New Record** button. You are presented with a blank record sheet to fill in.
2. Repeat the procedure for everyone you wish to add to the database.

Name

Raza Begum

Age

9

Height

136 cm

Your database now contains a record for each of your students.

## Navigating Between Records

You can quickly navigate through the database using the buttons on your Database toolbar.

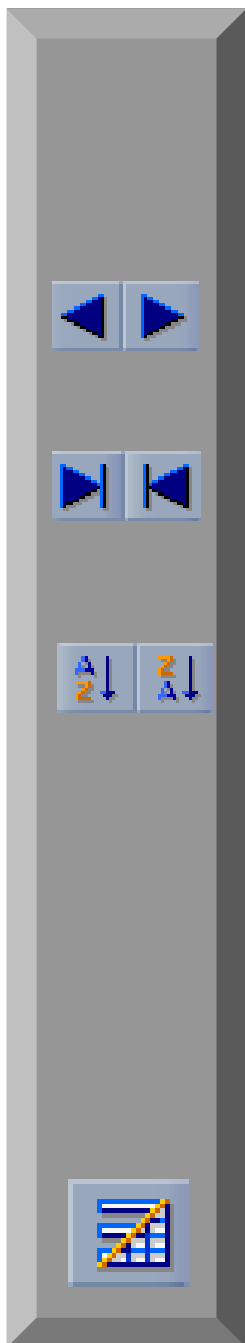
1. To move between adjacent records, use the **Previous Record** and **Next Record** buttons.
2. To move to the beginning or end of your database, use the **First Record** and **Last Record** buttons.

## Sorting Fields

You can use the **Sort Up** and **Sort Down** buttons to sort the records in your database by any field. Text entries sort alphabetically; figures sort by number size. For example, if a *Height* field is sorted 'up', all the records in the database rearrange in order of height – shortest to tallest.

Using Sort Up and Sort Down can help you spot trends or patterns in your database.

1. To select a field for sorting, you can either click inside a field box or select **Change Data View** and click a column heading.
2. Now press the **Sort Up** or **Sort Down** button. The database sorts by the selected field.



## Adding and Deleting Records and Fields



### Deleting Records

If you want to delete a record, navigate to the record and click the **Delete Record** button on the Database toolbar. The record is deleted with no further warning message.

This action cannot be undone on the RM Easiteach toolbar, so make sure that you are deleting the correct record.

### Adding and Deleting Fields

You can add a new field or delete a field throughout your database.

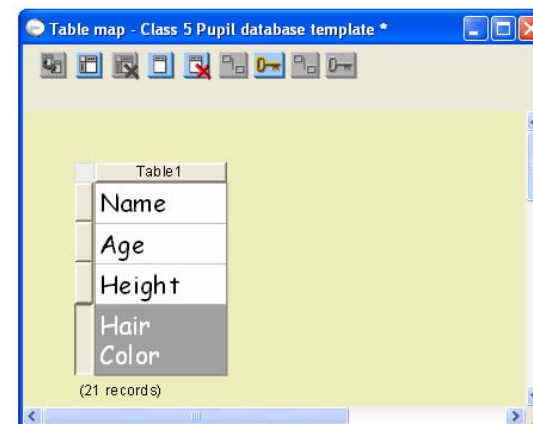


#### *Adding a Field*

1. To add a field, open any record and select the **New Field** button.
2. Place the field on your page and click on the field label to rename it. The field appears on all the records in your database.

## Deleting a Field

1. To delete a field, press the **Table Map** button on the Database toolbar to open the Table Map window.
2. Select the field name for deletion, and click the **Delete Field** button on the Table Map window. The field and its data are deleted from all records in your database. This action is carried out without further warning and cannot be undone.



## Displaying a Table

You can view all the records you have created in your database in a table.

1. Select **Change Data View** on the Database toolbar to display the table.
2. You can edit the records in your database from this view by clicking on the data and amending it.
3. To close the table, click **Change Data View** again.

	Name	Age	Height
1	Alex Taylor	10	144 cm
2	James Townsend	10	142 cm
3	Raza Begum	9	136 cm
4	Benjamin Porter	9	139 cm
5	Lauren Hughes	10	137 cm
6	Stuart Brown	10	141 cm
7	Rosie Smythe	9	136 cm
8	Lara Grey	10	139 cm
9	George Redford	9	134 cm
10	Sasha Kepler	10	141 cm
11	Peter Khama	9	137 cm
12	Cerys Evans	9	132 cm
13	Mary Fitzgerald	10	139 cm
14	Arthur Sumner	9	136 cm

You can also create reports - tables containing a selection of the fields in your database. For example, you can create a table showing only name and height. Reports are particularly useful when a database contains a large number of fields. Making a report produces a smaller table on the page, and allows the students to focus on a few fields.

See 'Table Map' on p. 24 for instructions on creating reports.

## Editing Content

You can change the information in records whether they are being viewed individually as pages or collectively as a table.

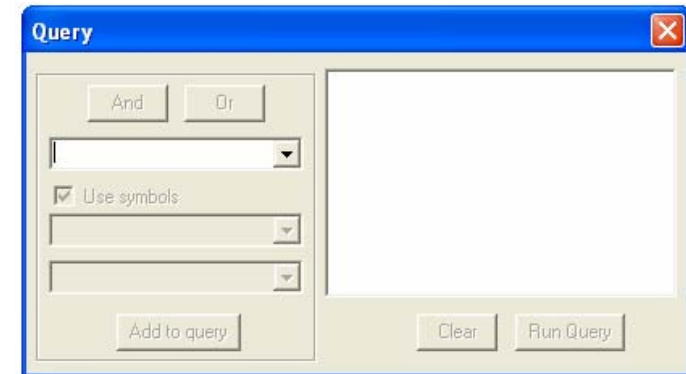


1. Go to **Toolbars > RM Easiteach** at the bottom of the screen, and select **Edit Mode** from the RM Easiteach toolbar.
2. To change the information on a page, simply click inside the required field box and amend its contents.
3. To edit a number of records, select **Change Data View** to show the database in table format. Click on the items to be changed. The changes now appear on the individual pages.

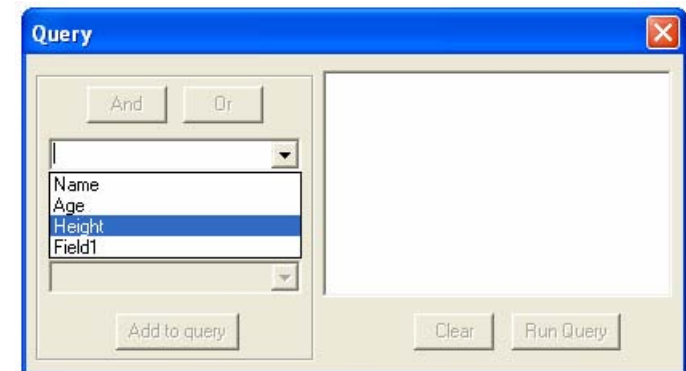
## Creating a Query

A query lets you view data in your database that matches certain conditions – for example, all students in the database who are more than 136 cm tall. While the query is active you can only see the records that match these conditions.

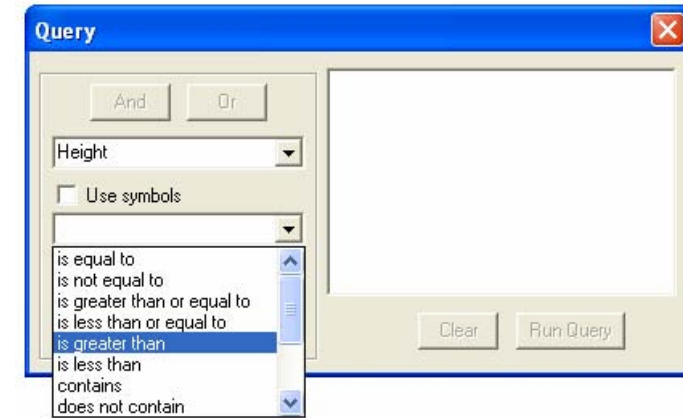
1. To run a query, click the **Select Records** button on the Database toolbar to open the Query window.



2. Select the required field name from the drop-down list in the first box – in this example, the *Height* field. The next box becomes active.

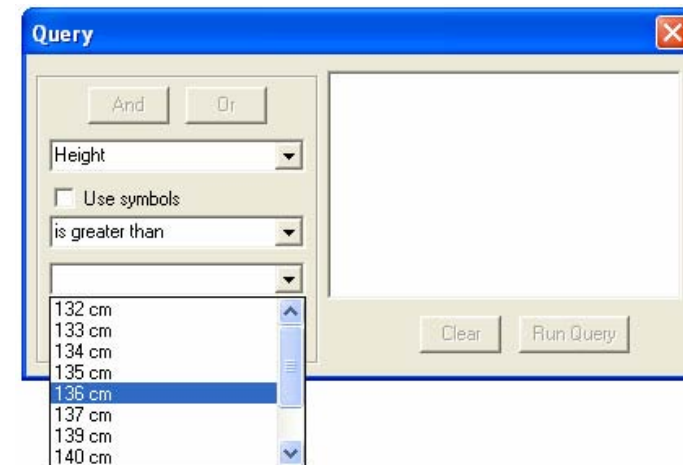


3. Select the condition from the drop-down list in the criteria box – in this example, *is greater than*. You can choose to use mathematical symbols instead of words – such as  $>$  for *is greater than* - by clicking the **Use symbols** option.



The screenshot shows the 'Query' dialog box with a blue title bar and a red close button. It contains two buttons at the top: 'And' and 'Or'. Below them is a dropdown menu showing 'Height'. A checkbox labeled 'Use symbols' is present. A list of conditions is displayed: 'is equal to', 'is not equal to', 'is greater than or equal to', 'is less than or equal to', 'is greater than' (highlighted), 'is less than', 'contains', and 'does not contain'. At the bottom right are 'Clear' and 'Run Query' buttons.

4. The third box is now active. Select the required value from the drop-down list in the box. The list contains all the values under the field name being queried.



The screenshot shows the 'Query' dialog box with the same layout as the previous one. The dropdown menu now shows 'is greater than'. Below the 'Use symbols' checkbox, a list of values is displayed: '132 cm', '133 cm', '134 cm', '135 cm', '136 cm' (highlighted), '137 cm', '139 cm', and '140 cm'. The 'Clear' and 'Run Query' buttons remain at the bottom right.

5. When all the boxes are complete, press the **Add to query** button. The query appears in the large Query box.

The screenshot shows a window titled "Query" with a blue header bar. Inside, there are two buttons labeled "And" and "Or". Below them are three empty dropdown menus. A checkbox labeled "Use symbols" is present. At the bottom left is an "Add to query" button. On the right side of the window is a large text area containing the text "Height is greater than '136 cm'". At the bottom right are "Clear" and "Run Query" buttons.

6. You can now choose to add another condition by selecting the **And** or **Or** buttons on the Query window.

For example, **And** Age - is less than - 10.

This screenshot shows the "Query" window after adding a second condition. The "And" button is selected. The first dropdown menu now contains "Age", the second contains "is less than", and the third contains "10". The large text area on the right now displays "Height is greater than '136 cm' And". The "Add to query" button is still visible at the bottom left.

This screenshot shows the "Query" window with the final query entered. The large text area on the right now displays "Height is greater than '136 cm' And Age is less than '10'". The "Add to query" button is no longer visible, and the "Run Query" button is ready to be clicked.

7. When your query is ready, click the **Run Query** button on the Query window.



8. While the query is running, you can only see the records that meet the conditions – the rest of the records are hidden from view. The number of records found meeting the conditions is displayed on the page.
9. To remove the query and return to normal viewing, click the **Clear** button on the Query window.



## Creating Charts

Database lets you make bar charts, line charts, scatter graphs, and pie charts using the data in your databases.

## Selecting Fields

To create a chart, you first need to select the fields to be used. The first field name that you choose becomes the x-axis (horizontal axis) of the chart. You can select the fields by clicking in the field boxes or selecting the field labels.



1. If you are working on a database that has been saved, go to **Toolbars** at the bottom of the screen and select **RM Easiteach**. Now click **Edit Mode** on the RM Easiteach toolbar.
2. Select a single field box by double-clicking inside the box.
3. To select multiple field boxes, double-click inside the first box and then right-click inside subsequent boxes.

Name	Alex Taylor
Age	10
Height	144 cm

4. You can also select fields by their field labels. Double-click on one field label and then right-click on subsequent labels.

Name	Alex Taylor
Age	10
Height	144 cm

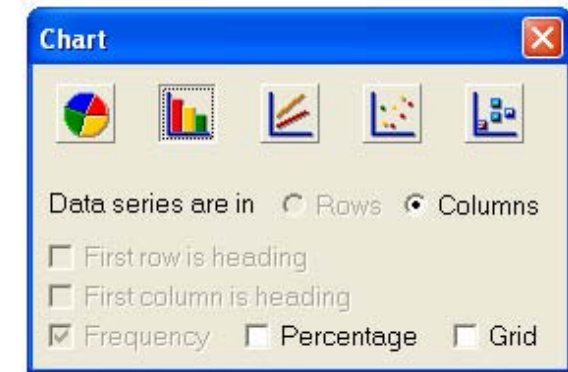
5. You can also group-select several field labels by clicking the pointer close to the field labels and then holding and dragging across them.

To look at the first chart, group-select all the fields – *Name*, *Age* and *Height*.

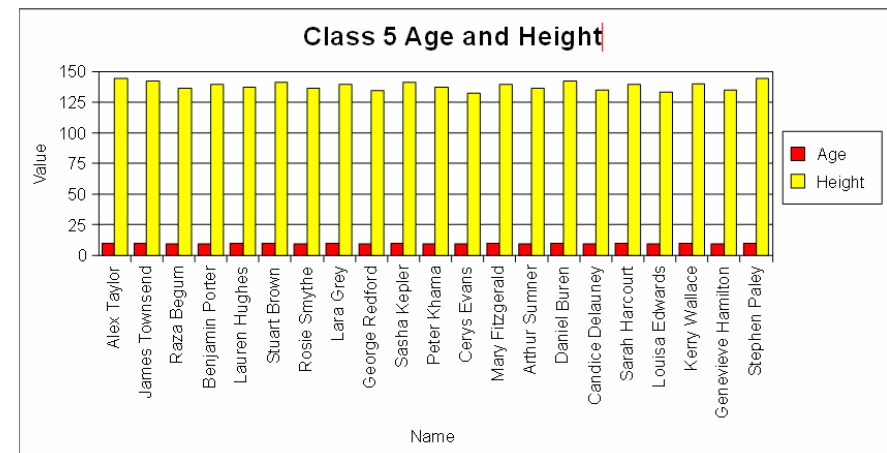
Name	Alex Taylor
Age	10
Height	144 cm

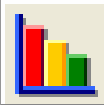
## Choosing the Chart

When the fields are selected, the **Chart** button is enabled on the Database toolbar.



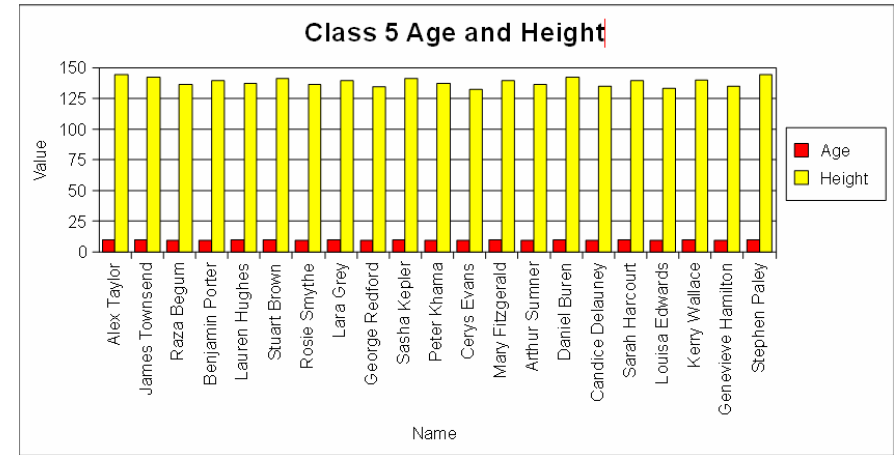
1. Click the **Chart** button to open the Chart palette.
2. Selecting a chart type displays your fields in its format. You can click between the types of chart to show your chart in different modes.
3. If you want a background grid on your chart, select the **Grid** option. Grids can be useful as a quick reference for calculating heights and values in a graph.
4. You can rename your chart by clicking the title *Chart* and retyping the text.





## Bar Chart

Select the field labels and press the **Bar Chart** button to display them in bar chart format. In the example, the *Name* field forms the x-axis because it was the first field selected.

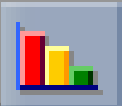


## Sorting Fields

Sorting a field before preparing a chart affects its appearance. Click in the field box, and use the **Sort Up** or **Sort Down** buttons on the Database toolbar.

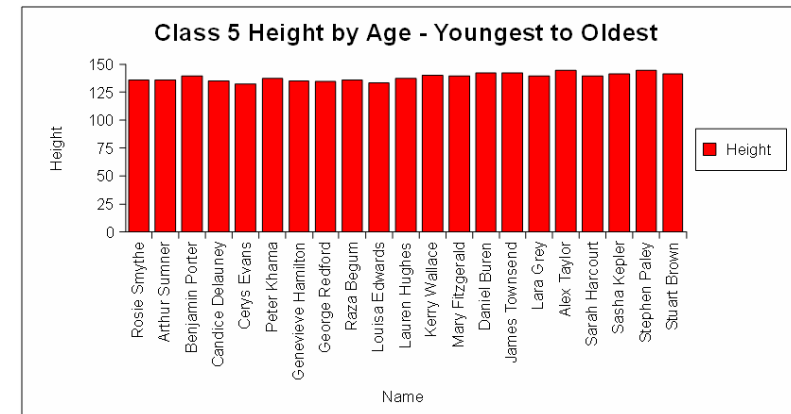
You can use the **Sort Up** button here to prepare a chart showing *Height by Age*, and the trend towards growth with age.

1. Click in the *Age* field box and select **Sort Up**. The database records are arranged in order of age – youngest to oldest.
2. Select the *Name* and then the *Height* field labels, and click the **Bar Chart** button from the Chart palette.



The chart now shows height by age, demonstrating the trend towards growth with age.

However, the differences in height are difficult to read because the range of values on the y-axis (0-150 cm) is too great. This can be improved by changing the values.

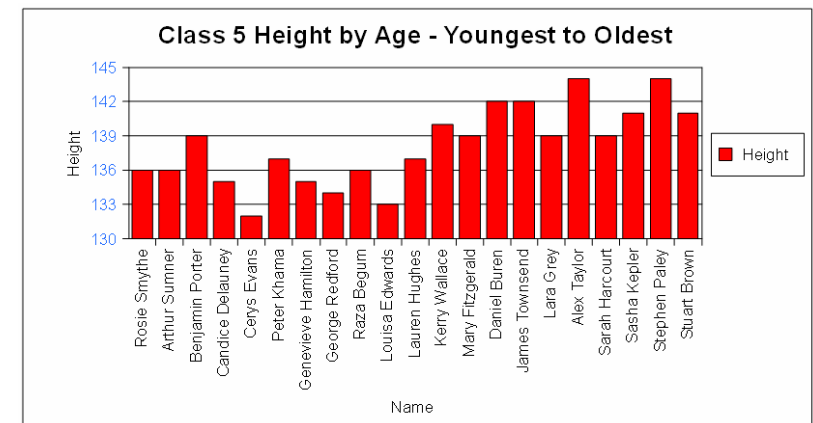


## Changing the Values

You can change the values on the axes to alter the display and make the chart more readable and meaningful.

1. Select the values on the chart and retype them – in the example the *Height* values are changed to start at 130 and end at 145.
2. Click the page to enter the new values.

The chart now shows the differences in height, and a trend towards growth with age.





## Line Charts

Line charts are useful for showing trends set against each other. They are prepared in exactly the same way as bar charts.

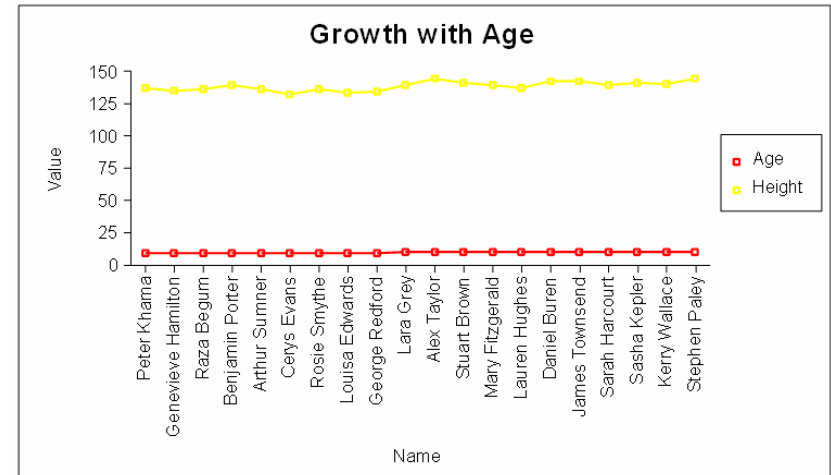


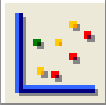
In the example, the **Sort Up** button is used once again to prepare a line chart showing *Height by Age*, and the trend towards growth with age.

1. Click in the *Age* field box, and use the **Sort Up** button on the Database toolbar.

The database records are arranged in order of age – youngest to oldest.

2. Select the *Name*, *Age* and *Height* fields and press the **Line Chart** button on the Chart palette.

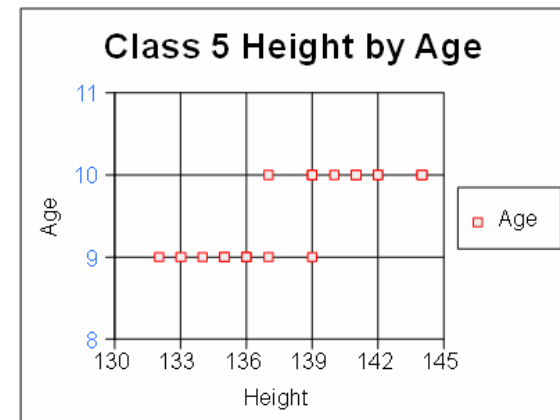
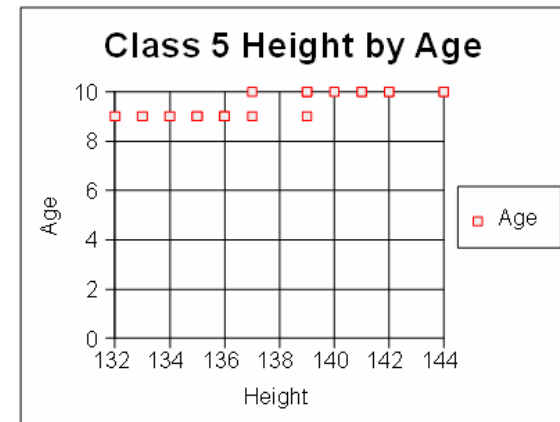




## Scatter Graphs

Scatter graphs are used to show the relationships between different numeric series. A scatter graph must have at least two series of numbers. In the example, height is plotted against age.

1. Select *Height* and then *Age* from the field labels.
2. Go to **Chart** and press the **Scatter graph** button to display your graph.
3. You can change the start and end values on the axes to alter the display. Simply select the values and retype them.



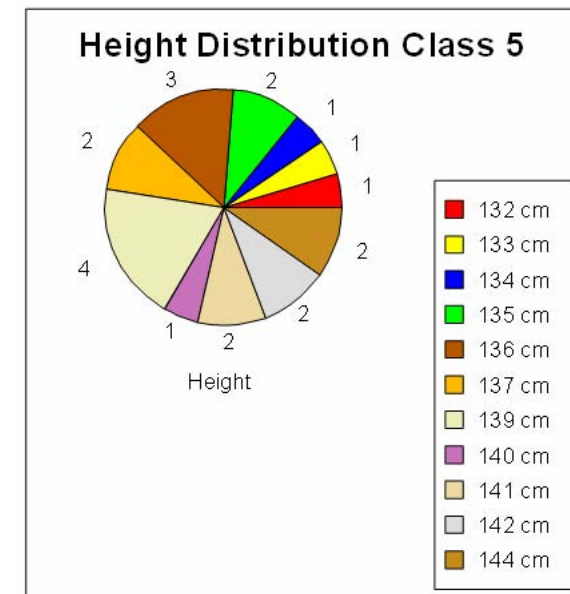
## Charts Showing Frequency

You can use Pie Charts and Bar Charts to show frequency – how often a type of data occurs in a field. The frequency can be shown as a number or a percentage of occurrences.

### *Pie Charts*

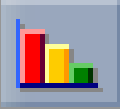
A pie chart shows how the total number of database entries in a field is divided up. The example shows the distribution of height in the database.

1. To create a pie chart, select a single field label on your page and choose **Pie Chart** from the Chart palette. The chart shows height by frequency of occurrence – the number of times each height occurs in the group.
2. To select a single cell, simply double-click the cell.
3. To show height by percentage of occurrence, select the **Percentage** option on the Chart palette.



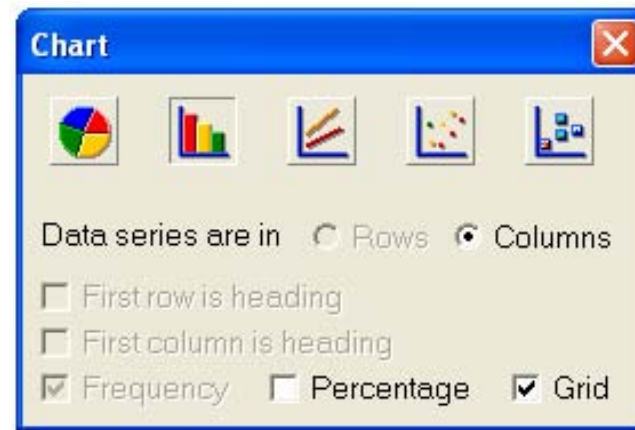
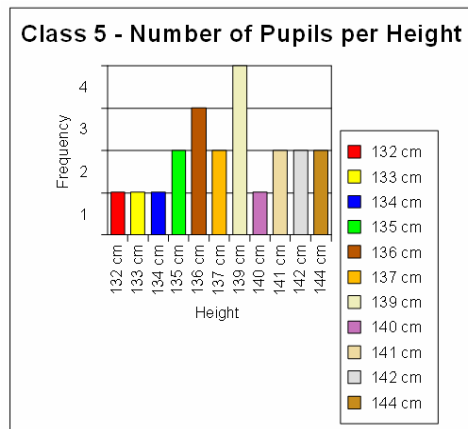


## Bar Charts

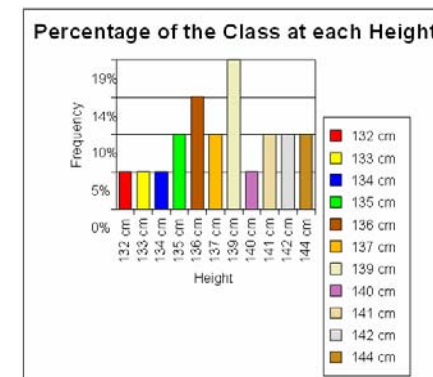


Using bar charts you can express the frequency of individual numbers.

1. Select a single field label – in the example, this is *Height* - and press the **Bar Chart** button on the Chart palette.



2. As only one field label has been selected, the frequency option is selected by default.
3. To show the frequency of occurrence as a percentage, select the **Percentage** option on the Chart palette.



## Copying and Pasting Your Chart

When you have completed your chart, you can copy and paste it to a new page.

1. Select the chart and click the **Copy** button on the RM Easiteach toolbar.
2. Now open the destination page. To open a new page, select **New Page** at the side of the RM Easiteach screen. Click the destination page and select **Paste** from the RM Easiteach toolbar.
3. Once the chart has been copied and pasted, you cannot edit the text or values. However, you can change the chart format by selecting the buttons and options on the Chart palette.

## Table Map

Table Map is a powerful organizer. You can create databases as tables; rename tables; sort, add, and delete fields; and make reports from your database records.

### Creating Databases in Table Map

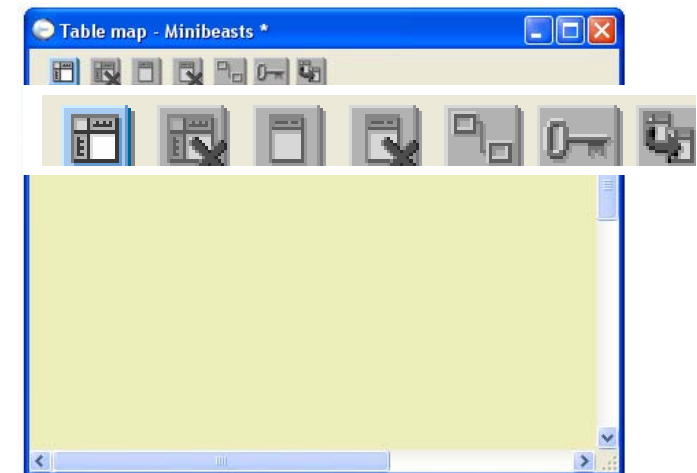
Using Table Map you can create a database that opens in table mode. The column headings are the field names, and each row represents a record of the database. This makes it easy to enter large amounts of data.

Selecting **Change Data View** shows the individual records in the database.

To create the database:

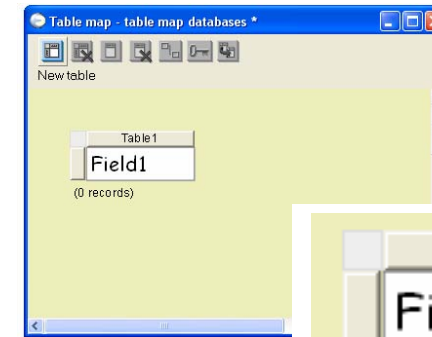
1. Press **Table Map** on the Database toolbar to open the Table Map window.

	Name	Legs	Wings
1	Butterfly	6	4
2	Ant	6	4
3	Spider	8	0
4	Centipede	20 to 100	0
5	Bee	6	4
6	Snail	0	0
7	Wasp	6	4
8	Ladybug	6	4
9	Dragonfly	6	4
10	Daddy Long Legs	8	0

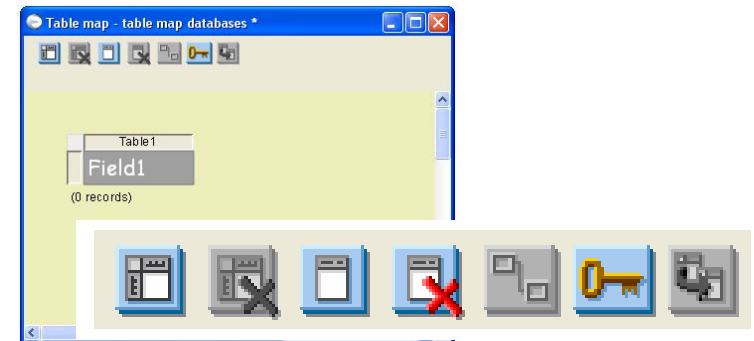


- Click the **New Table** button on the Table Map window. The table header and first field appear on the Table Map window.

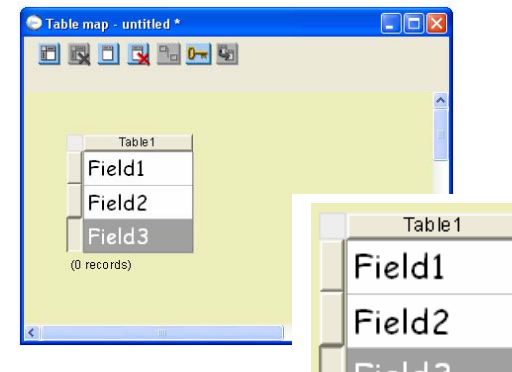
If the New Table button is inactive, go to **File > Save** and save the file. Reopen **Table Map** and select the **New Table** button.



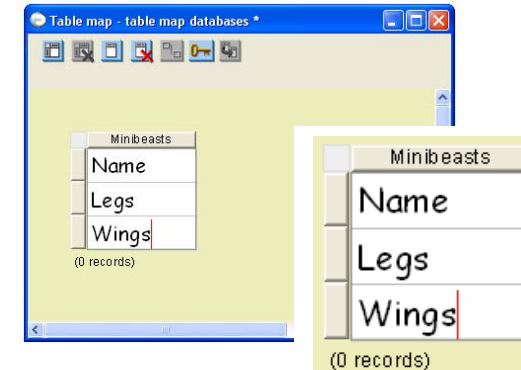
- To add more fields, click a blank area on the column heading to select the table and activate the **New Field** button on the Table Map window.



- Click the **New Field** button to add more fields. You can also add more fields by clicking a field tab and pressing **Enter** on your keyboard.

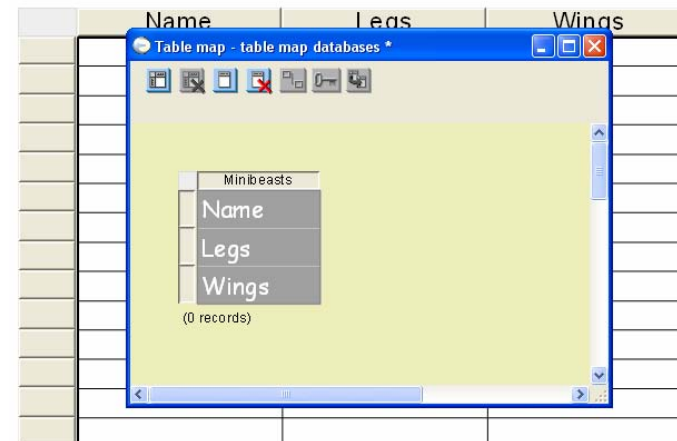
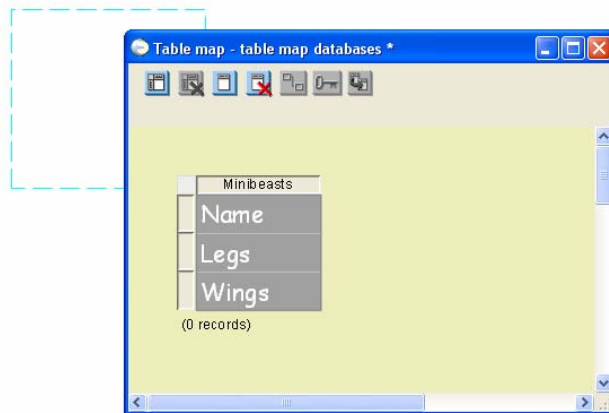


5. Click the *Table1* heading and type the name of your database. Then click inside the fields and change the field names as required.



6. To place the table on the page, click the table header to select the table and then drag the table by the header onto the page.

It is displayed as a blue dotted frame until it is released.



7. You can now close or minimize the Table Map window to view the table. Click inside the first row to type the data for the first record. Continue until all the records have been entered. You can add a new record at any time by entering it into a new row on the table.

	Name	Legs	Wings
1	Butterfly	6	4
2	Ant	6	4
3	Spider	8	0
4	Centipede		

	Name	Legs	Wings
1	Butterfly	6	4
2	Ant	6	4
3	Spider	8	0
4	Centipede	20 to 100	0
5	Bee	6	4
6	Snail	0	0
7	Wasp	6	4
8	Ladybug	6	4
9	Dragonfly	6	4
10	Daddy Long Legs	8	0

To create a record form, rather than a table map, select **Insert New Page** from the side of the RM Easiteach screen and drag the individual fields onto the page.

## Creating a Report

You can create a report from your database – for example, a table showing only names and wings. This can be useful when your database contains a large number of fields. Making a report allows you to focus on a few fields in a table that fits on one page.

When you create a report from your database, you must work on a new page in your RM Easibook. If you amend the table shown in **Change Data View** on the original page, and the file is saved accidentally, the amendments to the table view will also be saved.

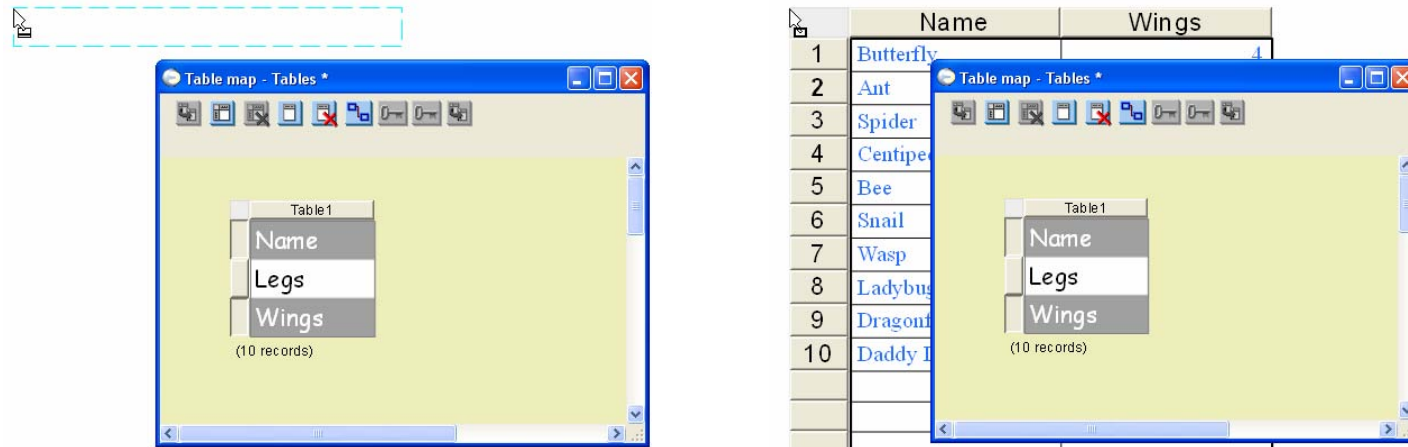
1. Open a new page by selecting **Insert New Page** from the side of the RM Easiteach screen.
2. Select **Table Map** on the Database toolbar to open the Table Map window.
3. Click the tab of the first field that you want in your report. Hold the **Ctrl** button down on your keyboard and select the other fields you require.



Table 1	
Name	
Legs	
Wings	

(10 records)

4. Click and hold one of the selected field tabs, and drag the fields onto the page.



5. You can now close the Table Map window.

The fields that are not being used in the report are simply hidden from view. They can be viewed at any time by selecting **Change Data View** on the Database toolbar.

Your report is now complete.

	Name	Wings
1	Butterfly	4
2	Ant	4
3	Spider	0
4	Centipede	0
5	Bee	4
6	Snail	0
7	Wasp	4
8	Ladybug	4
9	Dragonfly	4
10	Daddy Long Legs	4

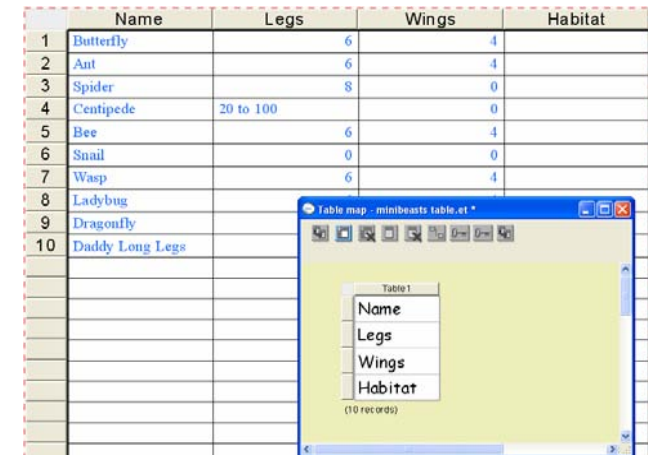
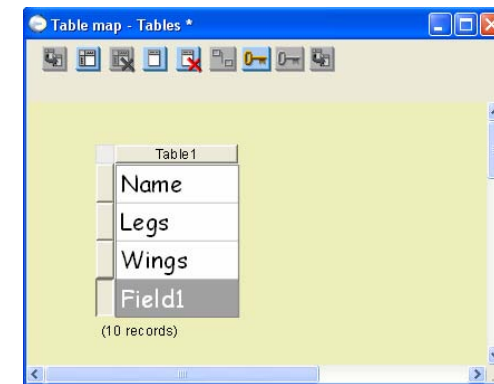


## Adding Fields

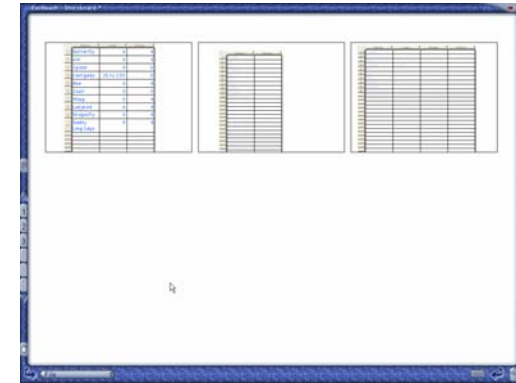
1. To add a field and display the new version of the fields as a table, you must open a new page. Click **Insert New Page** at the side of the screen.
2. Click **Table Map** and select the field above the point where you want to insert a new field. Click the **Add field** button on the Table Map window.

You can also add a field by clicking the last field in the table and then pressing **Return** on your keyboard.

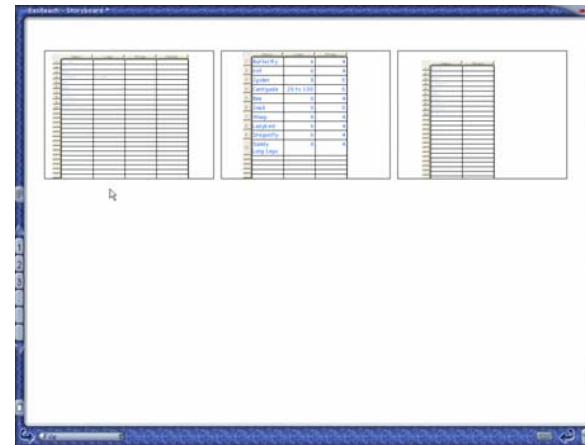
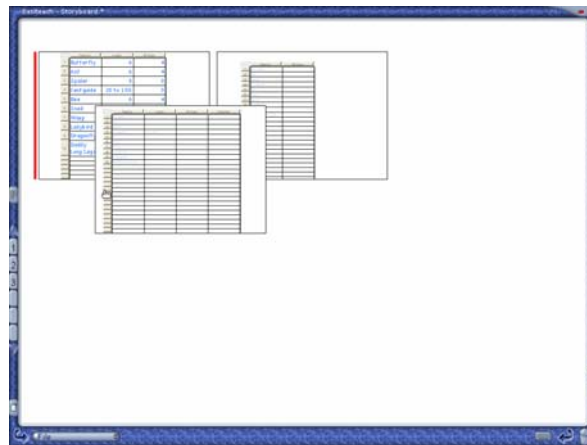
3. Select the field name and change it.
4. Click a blank area on the column heading to select the table, and drag it to the page.



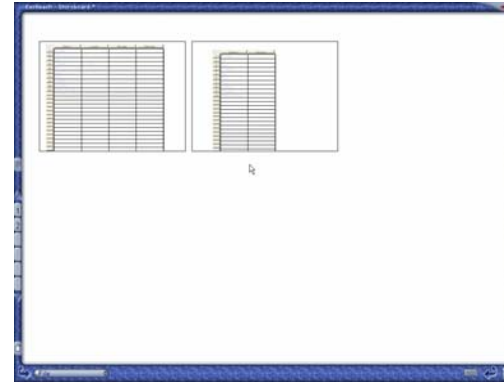
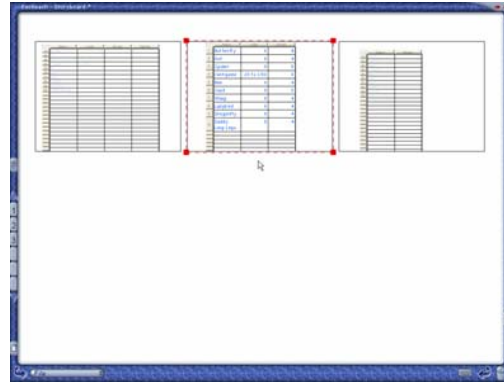
5. You can move the new table view showing the new fields to page 1 of your RM Easibook. Go to **View** at the side of the screen and select **View > Storyboard**.



6. Click the table and drag it to the top left corner of the screen. A red line displays the insertion point.



7. You can also delete unwanted tables in Storyboard. Click the table to select it, and either drag it to the Garbage or press **Delete** on your keyboard.



8. To return to normal viewing, either select **View > Normal** or press page **1** at the side of the screen.

## Deleting Fields

To delete a field, click the field and then the **Delete field** button on the Table Map window. This action is carried out without further warning and cannot be undone.





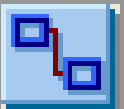
## Sorting the Database

You can sort the database by clicking a field tab and selecting the **Key** button on the Table Map window. The field name highlights in blue and the records in the database sort 'up' by the field – text sorts in alphabetical order and numbers sort by number size.

Table1	
Name	Legs
Wings	

(10 records)

	Name	Legs	Wings
1	Snail	0	0
2	Ant	6	4
3	Dragonfly	6	4
4	Ladybug	6	4
5	Bee	6	4
6	Butterfly	6	4
7	Wasp	6	4
8	Daddy Long Legs	8	0
9	Spider	8	0
10	Centipede	20 to 100	0



## Relationship

The **Relationship** button highlights when you have created a relationship between two tables – for example, when the field has a drop-down list. A line links the two related tables.

Table1	
Name	Legs
Wings	

(11 records)

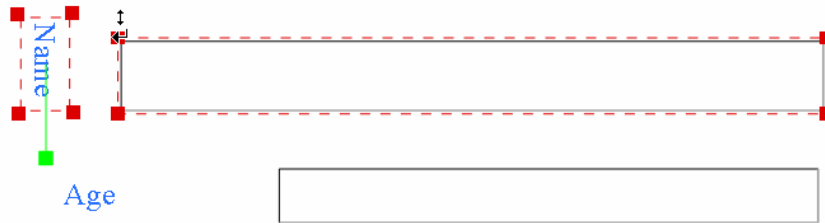
List1	
Legs	
0	
6	
8	
20 to 100	

(4 records)

## Editing and Formatting Fields

### Moving and Sizing Field Labels and Boxes

1. Click near the field box or field label, or both items if required. Now hold down and drag the pointer over the objects to select them.
2. To resize objects, click and drag the corner points. If you want to rotate the field label, drag the green handle.

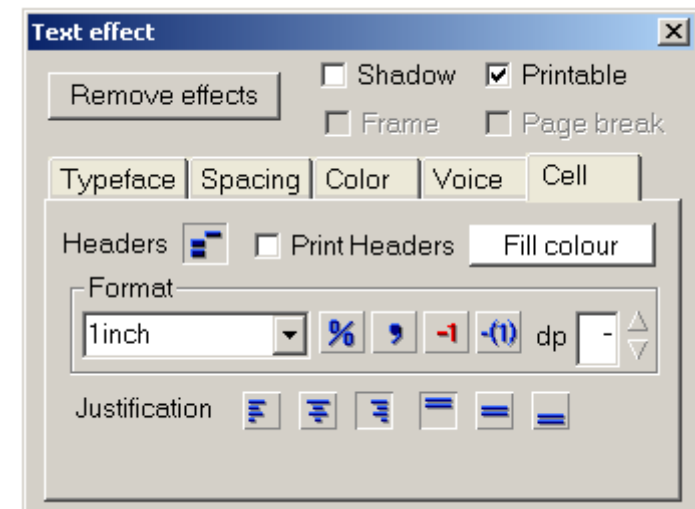


3. To move a field box and/or field label, move the pointer over the selected objects until it changes to a hand, and then hold and drag them into place.

## Formatting Fields

You can preset the format of the data entered in any field box using the **Effects** button on the RM Easiteach toolbar. For example, you can choose to display height in cm or use currency symbols.

1. Select the field that you want to format by double-clicking inside the field box or on the field label.
2. Click **Toolbars** at the bottom of the RM Easiteach screen and select **RM Easiteach**. If the **Effects** button is not visible, click the bottom arrow on the toolbar to extend it.
3. Click **Effects** to open the Effects window and select **Cell** from the tabs.
4. Select the format required from the list of **Format** options, and click the **Effects** button to format the field.
5. The Format box contains commonly used formats. If you want to create your own format, for example kg, simply type it in the format box. To make the format appear to the right of the value, enter a 1 before it, e.g. 1kg.
6. The Cell tab also allows you to change the Justification (alignment) of the data in the field and set a Fill color for the fields.



## Properties

You can use Properties to check or change the type of data a field contains and how it is displayed. You can also make an image the default image for empty cells. Drop-down lists and Boolean (Yes/No or True/False) boxes are created using the Field Properties window.



1. To open the Field Properties window, select the **Properties** button on the Database toolbar.
2. To format a field, select the field name from the **Field** box and select the required **Field type** and properties.

**Field Properties**

Table: Students Field: Height

Properties

Field type: Any

Currency symbol: ☐

Decimal places: 2

Valid range:  to

List values

☐ Use list

☐ Alphabetical

Buttons: Add, Delete, Picture...

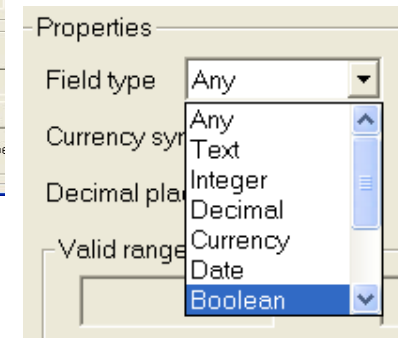
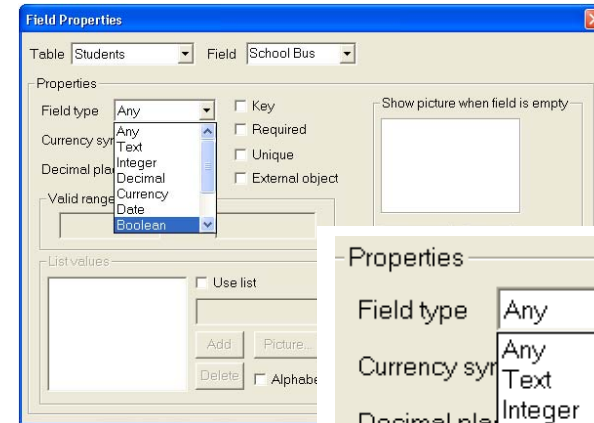
Show picture when field is empty

Buttons: Picture..., Clear

## Creating a Check Box

You can format a field as a Yes/No check box.

1. Create and name the field and open the **Properties** window. Select the field name from the drop-down list.
2. Go to **Field type** and select **Boolean** from the drop-down list.
3. The field changes to a box. The box can be 'checked' or cleared by clicking on it.



Name	<input type="text" value="Chris Martin"/>
Age	<input type="text" value="9"/>
Height	<input type="text" value="51 inch"/>
School Bus	<input checked="" type="checkbox"/>



### *Inserting a Default Image*

You can use the Picture box to select an image to appear on all empty fields in the records. For example, you could choose a school emblem, such as a bee. Placing a picture in empty fields helps to highlight fields that have not been filled in.

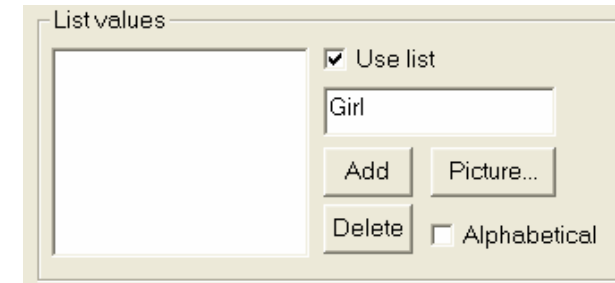
1. Click the **Picture** button under the Picture box. The Multimedia Bank opens. You can choose an RM Easiteach picture file or navigate to other picture or photo files. Click the required image and it appears in the Picture box.
2. If the image has not already appeared in the empty fields, click the **Next Record** button on the Database toolbar to activate it.



### *Creating a Drop-Down List*

If you have a field that contains a limited number of entry types – for example, a gender field – you can create a drop-down list to make entering easier.

1. After you have created and named your field, open **Properties** on the Database toolbar. Click the arrow in the **Field** box on the Properties window, and select the field.
2. Now select the Use list option in List values.
3. Type a word into the small List values box and click the **Add** button. The word appears in the large List values box. You can also add pictures from the Multimedia Bank by selecting **Picture...**
4. When your list is complete, close the Field Properties window. Clicking inside the field box now reveals a drop-down list. Click an item to enter it.



Gender



If you want to make the list appear in a particular order, for example months of the year, you need to enter them in reverse order.

## Locking Databases

You may wish to lock your database to prevent the field labels and boxes being deleted or changed in error. This will not, however, lock the data within the fields.

1. Open the Easiteach toolbar and click the down arrow at the bottom of the toolbar to display the **Utilities** button.
2. If you are working on a saved database, press the **Edit Mode** button.
3. Select all the field labels and boxes by clicking in the top left corner of the page and dragging to the bottom right. They can also be selected by pressing **Ctrl+A** on the keyboard.
4. Click the **Utilities** button to open the Utilities toolbar and press **Lock/Unlock to Background**. Your selection is now locked to the page.
5. To access locked field labels and boxes, click the **Access Locked Items** button on the Utilities toolbar. The button highlights while the locked items are accessible. You can now edit the fields.
6. Click the **Access Locked Items** again to relock or click the **Lock/Unlock to Background** button to remove the locking completely.



## Printing Database Files

To print a Database page, select **File > Print**. Choose the number of copies required and check that the **Only this page** option is active.

## Tips for Using Database

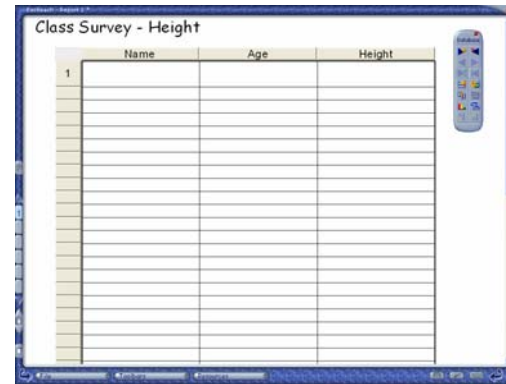
### Quick Tips

- To enter today's date in a field or anywhere on the page, click where the date is required and press **Ctrl+D** on your keyboard. To change the format of the date, see 'Editing and Formatting Fields' on p. 34.
- When viewing your database in table format, you can alter the width of the columns to make viewing easier. Hold the pointer over the edges of the columns until the arrows appear. Now hold down and drag the column to a more suitable width.

### Ideas for Lessons

- If the students need to collect data, you can create the field boxes and field labels for a database table and print it blank for students to use.

- You can either use the individual sheets or select **Change Data View** for a table format.



- If you wish to use sample data, rather than creating your own, you can use pre-prepared examples of Database. Go to **File > Open > Examples...** and select **Database**.
- You can use these files as demonstration models.
- Ask the students to create a database entry screen that can also be used as a questionnaire.
- Take photos of the students with a digital camera or scan in images of their pets, and add these to your student database.
- Encourage historical research by creating databases about interesting personalities from the past.

- Chart the growing patterns of plants in different habitats and use the scatter graph function to plot relationships.

RM Part Number: 17U-774

RM Easiteach Database Guide (US English) v1.

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